
Accountable Property & Object Classes

ACCOUNTABLE PROPERTY CONSISTS OF:

EQUIPMENT COSTING \$5,000 and Over - with a normal life expectancy exceeding one year; self-contained unit; that is not consumed in use; does not lose its identity when put to use.

Component parts of major equipment (computer), such as key boards, monitors, internal drives, etc., are NOT separately accountable under the inventory system.

SENSITIVE PROPERTY (Regardless of Cost) - that can easily be converted to private use or that has high potential for theft. The following sensitive items include, but are not limited to:

Firearms

Desktop and Tower Computers

Laptop, Notebook, and other Portable Computers

Hand-held Computers

All external printers other than label printers

Desktop Plotters

Graphic Tablets

All external disk drives including CD and DVD disk drives

Desktop Scanners

Hand-held Scanners

Digital Cameras

Video Cameras

Televisions

Video Cassette Recorders and Players

Fax Machines

Multi-purpose Fax, Printer, Copy Machines

**Global Positioning System (GPS) Devices
Photocopy Machines**

SUMMARY OF ACCOUNTABLE OBJECT CLASS CODES:

ACCOUNTABLE PROPERTY COSTING LESS THAN \$200,000.00 (Non-capitalized)

3120 Non-Capitalized Equipment - Includes all other non-capitalized equipment not purchased or issued from inventory, i.e. copier, video camera, trailer. Office furniture costing less than \$5,000.00 is classified under object class 2625.

3123 ADP and Telecommunications Equipment - Includes purchase or lease-to-purchase ADP and telecommunications equipment, i.e. computers, printers, external drives, fax machines, etc.

3124 ADP and Telecommunications Software - Includes charges for internally developed, or off-the-shelf software purchases from \$25,000.00 to \$199,999.99. Also, includes software costing \$200,000.00 or more developed internally for internal use which is not capitalized. All other software purchases of \$200,000.00 or more are classified under OCC 3119.

ACCOUNTABLE PROPERTY COSTING \$200,000.00 or MORE (Capitalized)

3111 - Satellites

3113 - Aircraft

3112 - ADP Equipment

3114 - Ships & Small Craft

3115 - Motor Vehicles

3116 - Telecommunication Equipment

3117 - Other Equipment not otherwise classified

3119 - Software costing more than \$200,000.00

3130 - Other Equipment being leased costing more than \$200,000.00

3131 - Lease-To-Purchase ADP Equipment

3132 - Lease-To-Purchase Telecommunications Equipment

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